

Information for obtaining clearances and required paperwork.

All paperwork must be completed before an applicant/coach/volunteer/room parent can begin employment, coaching, or volunteering. Links and instructions to the clearance sites are provided on our website. If you have any questions, please contact the District Office at (814) 887-5543.

TEACHERS, TEACHER AIDES, CAFETERIA, CUSTODIANS, COACHES, ASSISTANT COACHES

(ANY PAID POSITIONS)

Clearances are good for five (5) years. If you are applying for a paid position within the District, clearances must be within one (1) year.

These clearances will need to be paid for:

- **Act 34** – PA State Police (\$22.00)
- **Act 114** – FBI Fingerprint (\$23.85 must be paid at an IdentoGo approved site) SERVICE CODES: **1KG6XN** (Employment) SEE INSTRUCTIONS.
- **Act 151** – Child Abuse History Clearance (\$13.00)

Required paperwork:

- **Act 24** – PDE Form 6004 Arrest / Conviction Report and Certification Form
- **Act 31/126** – Recognizing & Reporting Child Abuse (3 hr. online training)
- **Act 168** – Sexual Misconduct / Abuse Disclosure Form. Must be completed by current employer and any employer that you had contact or potential contact with children.

COACHES:

- Must also complete proper paperwork with the Athletic Director.

VOLUNTEERS, VOLUNTEER COACHES, ROOM PARENTS

(ANY NON-PAID POSITIONS)

Clearances are good for five (5) years. If you sign up to be a volunteer for sporting event, classroom, or field trip, please check with the head coach or the teacher to make sure your clearances are valid for that current year.

These clearances are free to all Volunteers:

- **Act 34** – PA State Police (Select “New Record Check – Volunteers Only”)
- **Act 151** – Child Abuse History Clearance
- **Affidavit** – takes place of the Act 114 FBI Fingerprint. Must be notarized. A notary is available in the District Office if you do not have one. Notary fee is \$5.00.

Required paperwork:

- **Act 24** – PDE Form 6004 Arrest / Conviction Report and Certification Form
- **Act 31/126** – Recognizing & Reporting Child Abuse (3 hr. online training)
- **Act 168** – Sexual Misconduct / Abuse Disclosure Form. Must be completed by current employer and any employer that you had contact or potential contact with children.

VOLUNTEER COACHES:

- Must also complete proper paperwork with the Athletic Director